

ATTACHMENT B
CITY OF EAU CLAIRE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN

I. INTRODUCTION

The City of Eau Claire Housing Division is in charge of implementing citizen participation requirements as outlined in 24 CFR 570.431 (b) and (c). The City of Eau Claire is committed to follow detailed, written policies and procedures for public involvement in the development of the Consolidated Plan and the use of Community Development Block Grant (CDBG) and HOME Investment Partnership funds.

As a requirement of the U.S. Department of Housing & Urban Development's CDBG/HOME Program, this Citizen Participation Plan was developed to provide citizens with information and knowledge of opportunities to become involved with and comment upon the City of Eau Claire's CDBG/HOME program.

II. PUBLIC HEARINGS

Public hearings will be held each year to provide opportunities for public participation at various states of the CDBG/HOME program year.

- (1) The ***Annual Action Plan*** Hearing, held in May, corresponds with draft publication of the CDBG/HOME Action Plan, which outlines the proposed activities for the subsequent program year, which begins August 1. Citizens are asked to view the draft plan on-line or at City Hall prior to providing comments at the hearing.
- (2) The ***Consolidated Annual Performance & Evaluation Report (CAPER)*** Hearing, held in October, corresponds with the draft publication of the CDBG/HOME CAPER, which summarizes the activities undertaken during the previous program year. Citizens are asked to view the CAPER on-line or at City Hall prior to providing comments at the Public Hearing.

III. PUBLIC COMMENT PERIODS

Two public comment periods, which last 15 days, are held each year to seek public input, including:

- (1) The ***Annual Action Plan Comment Period (June)***. This period marks completion of the Annual Action Plan DRAFT. Citizens are encouraged to review the Annual Action Plan and provide comments, which will be included in the final submission.
- (2) The ***Consolidated Annual Performance & Evaluation Report (CAPER) Comment Period (October)***. This period marks completion of the Consolidated Annual Performance and Evaluation Report (CAPER) DRAFT. Citizens are encouraged to review the CAPER and provide comments, which will be included in the final submission.

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IV. CONSOLIDATED PLAN PUBLIC HEARING/COMMENT PERIOD

Both a formal public hearing and 30-45 day public comment period will occur as part of the development of each Five Year Consolidated Plan for CDBG/HOME funding.

V. AS-NEEDED PUBLIC HEARINGS/COMMENT PERIODS

Special public hearings/comment periods will be administered when substantial amendments to CDBG/HOME-related activities are proposed/requested. Substantial amendments may include, but are not limited to, those involving:

- 1) A dollar amount greater than 25 percent of the original subrecipient award
- 2) Any new activity or change in use of funding from one activity to another
- 3) Occurrence of a natural disaster where “urgent need” funding might apply
- 4) Announcement of new/additional grant funding sources available
- 5) Other unforeseen circumstances relating to CDBG activity

VI. PUBLICIZING OPPORTUNITIES FOR CITIZEN PARTICIPATION

Notices announcing public hearings and comment periods are published on the City of Eau Claire CDBG/HOME web site, in the local newspaper – *The Leader Telegram*, faxed to local media and posted at City Hall. Printed copies of the Annual Action Plan and CAPER will be available to the public at the City of Eau Claire Housing Division (203 S Farwell Street, Eau Claire, Wisconsin 54701) and on the City of Eau Claire web page at www.ci.eau-claire.wi.us/housing-division/community-development-block-grant.

Due to the COVID-19 crises, virtual meetings and/or conference calls may be held for citizens to comment.

VII. ACCESSIBILITY

All City of Eau Claire residents, namely persons of low-moderate income, persons with disabilities, persons with limited English-speaking ability and persons of racial minority, are encouraged to contribute input regarding CDBG/HOME funded activities. No person shall be excluded from participation in the City of Eau Claire CDBG/HOME programs on the grounds of race, color, national origin, gender, sexual orientation, age, religious creed or disability. To encourage equal access in participation for persons with disabilities, all CDBG/HOME –related hearings and meetings are held at the City of Eau Claire which is completely handicapped accessible. With advanced notice, the City of Eau Claire will also provide interpreters for speaking and hearing-impaired persons.

VIII. OBJECTIONS TO CDBG/HOME DOCUMENTS

Citizens may provide comments regarding City of Eau Claire’s Annual Action Plan, CAPER, Five-Year Consolidated Plan, proposed Substantial Amendment, or any other CDBG/HOME-related matter at any

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time. Comments must include identification of unmet requirements and relevant supporting data and will be considered on the following grounds:

- 1) Stated needs and objectives are inconsistent with available and reliable data
- 2) Stated projects are inappropriate for meeting needs and approved objectives
- 3) Consolidated plan elements do not comply with federal regulations for the CDBG/HOME Program

Comments must be submitted in written form to: **City of Eau Claire Housing Division, 203 S Farwell Street, Eau Claire, WI 54701**. (Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday) Upon receipt, the Housing Division will present the written comments to the Administrator of the CDBG/HOME Program. All written comments shall receive a written response within 15 days after the Administrator has reviewed the matter.

IX. TECHNICAL ASSISTANCE

A Technical Assistance Workshop will be provided to organizations that serve low-and moderate-income persons in developing their CDBG/HOME subrecipient applications. In addition, the Housing Division shall provide interested parties with access to CDBG/HOME records upon request. All citizens and/or local agency representatives are encouraged to contact City CDBG/HOME staff with questions about both program guidelines inquiries and general community development needs in the City of Eau Claire.

X. ANTI-DISPLACEMENT

Due to the potential liability for long-term assistance and burdens placed on affected tenants, the City of Eau Claire will generally avoid funding CDBG/HOME Projects that involve permanent residential or business displacement. In cases where displacement is absolutely necessary, relocation benefits will be paid in accordance with the Uniform Relocation Act, other applicable federal regulations, and Chapter 32 of the Wisconsin State Statutes.